

# *Professional Growth Manual*

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*For Child Development Permits*



*The California Commission  
on Teacher Credentialing is  
committed to ensuring that those  
who educate the children of this  
state are academically talented  
and professionally prepared.*

## California Commission on Teacher Credentialing

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# *Professional Growth Manual*

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## INTRODUCTION

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Since its inception in 1970, the Commission on Teacher Credentialing has supported and encouraged the professional development of all educators. An educator's growth is valued as a mark of professional stature and as a source and a stimulant of student growth and achievement. The Commission believes that "learning students" are most likely to be found in the presence of "learning teachers" and other educators.

The Commission strongly believes that an individual educator's professional growth should be guided by goals and priorities that relate to enhanced competence, performance, and effectiveness in the education of students and that it should be planned as cohesive sequences of activities. The Commission also believes that professional educators benefit from a collegial process of consultation regarding their professional goals, priorities, and needs. Such collegial consultation should be available for educators when they conceive and develop their professional growth plans. Individual educators should consult with professional colleagues or advisors regarding their growth goals, priorities, and plans throughout the professional growth process.

The California *Professional Growth Manual For Child Development Permits* relates only to child development permits issued after

February 1, 1997. All but one level of the permit will require 105 clock-hours of professional growth for each five-year renewal cycle. Holders of the Associate Teacher Child Development Permit will be required to complete 15 semester units toward full completion of the Teacher level of the permit during the five-year validity period of the permit. During the second five-year permit period, the holder will be expected to complete the requirements for the Teacher level of the permit. There is no option for a third issuance of the Associate Teacher Child Development Permit. This mandatory upgrade within ten years replaces the professional growth requirement for this level of the permit. All other permit levels will be subject to professional growth requirements.

If your permit states in the renewal requirement that you must complete professional growth activities, this manual pertains to you. If you hold a professional clear multiple subject, single subject, services, specialist, or designated subjects credential and you also hold a child development permit, you are required to complete the more stringent standard of activity requirements and successful service.



## GLOSSARY OF TERMS



Key terms that appear throughout this manual are defined below.

*Credential or Permit Holder* refers to a person who holds a teaching credential or permit which requires professional growth activities for renewal.

*Employing Agency* refers to a school district, school, or center whose employees are required to hold valid child development permits.

*Child Development Permit* refers to any level of child development permit issued after February 1, 1997. Holders of these permits, with the exception of the Associate Teacher Child Development Permit, must complete 105 clock-hours of professional growth activities during each five-year cycle of the permit.

*Professional Growth* refers to participation in activities that contribute to a permit holder's competence, performance, or effectiveness in the profession of education.

*Professional Growth Advisor for Child Development Permits* refers to an individual

who meets the requirements outlined on pages 6–8 who advises permit holders regarding their professional growth and development.

*Professional Growth Goals* refers to the broad description of a professional goal that various activities will support. A goal could be to learn more about working successfully with a diverse student/family population. Activities to support that goal could include workshops in multicultural education, courses in language acquisition, or a planned observation of a classroom in which the teacher is recognized for excellence in working with a diverse population.

*Professional Growth Plan* refers to the specific form that must be completed to verify completion of professional growth activities. You will find this form on pages 27 and 28.

*Renewal Cycle* refers to the five-year period commencing with the date that appears on a permit; for the initial issuance or late renewals, the renewal cycle continues through the end of the same month, five years later.



## WHAT IS NEEDED TO RENEW A CHILD DEVELOPMENT PERMIT



To renew a Child Development Permit, you must complete the following two requirements every five years:

### Professional Growth

Complete 105 clock-hours of professional growth activities that contribute to your growth as an early childhood educator. This requirement is referred to as the professional growth requirement and is explained in more detail on page 6. See pages 27 and 28 for the Professional Growth Plan and Record form.

### Submission of Materials

Submit to the Commission a completed Renewal & Reissuance Application form (41-REN) and the current processing fee. You do not need to

submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application.

If you hold a professional clear multiple subject, single subject, services, specialist, or designated subjects credential in addition to a child development permit, you are required to complete the more stringent standard of professional growth activities and (for all but the designated subjects credential) the successful service requirement. Please see the *Professional Growth Manual* appropriate to the credential you are renewing.



### Child Development Permit Levels

*Professional growth is required for all permit renewals except for the Associate Teacher Permit.*

**Child Development  
Program Director Permit**

**Child Development  
Site Supervisor Permit**

**Child Development  
Master Teacher Permit**

**Child Development  
Teacher Permit**

**Child Development  
Associate Teacher Permit**

**Child Development  
Assistant Permit  
(Optional Permit)**



## FOUR STEPS TO RENEW YOUR CHILD DEVELOPMENT PERMIT



### **Obtain a Professional Growth Advisor**

The key to the professional clear renewal is working with a professional growth advisor. The advisor serves as your mentor, helping you to set goals that will be valuable to your growth. The advisor also discusses professional growth activities that will contribute to your competence, performance, or effectiveness as an educator. The advisor verifies you have completed your professional growth activities.

### **Plan Your Activities**

Formulate a set of goals with your advisor and complete items 7–8 on the Professional Growth Plan and Record. Choose activities that will potentially meet your goals and complete items 11–13. Your advisor must sign item 19 certifying that your initial plan meets the standards outlined in this manual.

### **Complete Your Activities and Keep Records**

As you complete your professional growth activities, you should meet with your advisor to discuss your progress. Fill in item 16 accurately, with reasonable verification of time spent, so your advisor can complete item 17. You may amend your goals and activities during the five-

year renewal cycle. Discuss the changes with your advisor and have the advisor complete items 9–10 and 14–15 on the growth plan. Once you have completed the required 105 hours, sign item 20 and have your advisor sign item 21.

### **Renew Your Permit**

Verify that everything is complete on the Professional Growth Plan and Record. You will need to complete a Renewal & Reissuance Application form (41-REN), which is not included in this manual, and the current processing fee. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application.

Application forms may be ordered by voice mail by phoning the Commission at (916) 445-7254 or (888) 921-2682.

Mail the completed **original** application in the last year of the five-year renewal period. For permit holders renewing more than one credential or permit, submit a separate application and fee for each credential or permit (but you need to complete only one set of renewal requirements).

### **Professional Growth Cycle**

- ▶ *Your initial Child Development Permit is issued for a five-year period.*
- ▶ *Begin working with a professional growth advisor to define professional goals and choose activities for renewal or for acquiring a higher-level permit.*
- ▶ *Complete 105 clock-hours of professional growth activities before your permit expires.*
- ▶ *Have a final meeting with your advisor to make sure your Professional Growth Plan and Record and your advisor eligibility form are completed and signed.*
- ▶ *Send the original application form and the current processing fee. The Commission may request the Professional Growth Plan and Record within one year of application.*
- ▶ *A new permit is issued for five years.*
- ▶ *Begin work on a new set of professional growth activities.*

## PROFESSIONAL GROWTH REQUIREMENT



To renew a Child Development Permit, you must plan a program of professional growth activities in consultation with a professional growth advisor. The activities must fit into one of the categories listed on pages 9–10. Once the activities have been completed, your advisor must verify the time spent on them.

Regardless of how many credentials or permits you hold, you need to complete only one set of professional growth activities in each five-year renewal cycle. You may choose activities applicable to any of your credentials and may complete one Professional Growth Plan and Record form for all your credentials. Remember that holders of credentials other than the Child Development Permit must complete the more stringent standards for the professional clear credentials.

### Professional Growth Goals

#### *Section 8 on the Growth Plan*

All activities must contribute to your competence, performance, or effectiveness as an educator. Every goal selected must meet this standard. Your goals may relate to teaching or supervision and to permits that you currently hold or ones you are trying to attain. The goals and activities that you select should potentially lead to your growth and improvement as an educator, to the overall improvement of your work setting, or to education as a profession. Routine planning and extracurricular activities that are considered part of your regular employment expectations should not be included in your credential renewal goals or used as activities.



### Selecting A Professional Growth Advisor

To be eligible to serve as a professional growth advisor for the Child Development Permit, an individual must possess **one** of the following:

1. A Child Development Permit at the Teacher level or above **plus** three years' experience teaching or serving as a director in an early childhood education setting. This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit (rather than an emergency, limited, postponed, or provisional permit).
2. An Early Childhood Education Specialist Credential.
3. A Multiple Subject Teaching Credential with an emphasis in early childhood education.
4. A Standard Early Childhood Teaching Credential.
5. An elementary (General, Standard, or Ryan) teaching credential and **one** of the following:
  - a. At least 12 semester units of child development or early childhood education course work.
  - b. At least 2 years' experience in an early childhood education/child development setting.
6. A secondary teaching credential with a major in home economics and **one** of the following:
  - a. At least 12 semester units of child development or early childhood education course work.
  - b. At least 2 years' experience in an early childhood education/child development setting.

Other options for advisor qualifications include the following:

1. A master's degree or above in early childhood education or child development.
2. At least five years' experience as a director of a privately funded (Title 22) child development center.

### ***Tips for Finding a Professional Growth Advisor***

Center directors or master teachers frequently serve as advisors. You may wish to choose a director from a center other than the one in which you work. It is important that employment and supervision issues be kept separate from the professional growth advising process. If this option is not available to you, you may choose someone recommended by one of California's professional organizations in early childhood education, including the Child Development Training Consortium ([www.childdevelopment.org](http://www.childdevelopment.org)). You may also choose someone you know, as long as they meet the qualifications listed above. It is the permit holder's responsibility to select an appropriate advisor. Interest in special topics, communication skills, and availability of the advisor should be considered by the permit holder when selecting an advisor.

If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request that the Commission serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Mail your

request, with the Professional Growth Plan and Record found in this manual, to

### **Professional Growth Advisor Commission on Teacher Credentialing**

*P.O. Box 944270*

*Sacramento, CA 94244-2700*

### ***Selecting an Advisor for Applicants Who No Longer Live in California***

To be eligible to serve as a professional growth advisor for the Child Development Permit, an individual must qualify under **one** of the following criteria:

1. A teaching credential with an emphasis in early childhood education.
2. An elementary teaching credential and **one** of the following:
  - a. At least 12 semester units of child development or early childhood education course work.
  - b. At least 2 years' experience in an early childhood education/child development setting.
3. A secondary teaching credential with a major in home economics and **one** of the following:
  - a. At least 12 semester units of child development or early childhood education course work.
  - a. At least 2 years' experience in an early childhood education/child development setting.

Other options for advisor qualifications include the following:

1. A master's degree or above in early childhood education or child development.
2. At least five years' experience as a director of a child development center.



## PROFESSIONAL GROWTH REQUIREMENT *(continued)*



If you are living outside of California and cannot find an advisor who meets the above criteria, but do know of someone that you feel is qualified, please contact the Commission at the address in the following paragraph and request special approval of a professional growth advisor. Be sure to include copies of the advisor's permits or credentials, college transcripts, and verification of experience as appropriate.

If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request that the Commission serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Mail your request, with the Professional Growth Plan and Record found in this manual, to

**Professional Growth Advisor**  
**Commission on Teacher Credentialing**  
P.O. Box 944270  
Sacramento, CA 94244-2700

### Professional Growth Activities

#### *Section 11 on the Growth Plan*

You must decide if each activity will contribute to your competence, performance, or effectiveness as an educator. To satisfy the permit renewal requirements, your professional growth program must satisfy each of the following standards.

### **Professional Growth Program Standards**

- Each activity must begin after the issuance date of the five-year permit. Professional growth is required each time the permit is renewed.
- Each activity must be of high quality and consistent with your professional growth goals, as stated in item 8 of the Professional Growth Plan and Record.
- Each activity must be included in the categories of professional growth activities described on pages 9–10.
- Your Professional Growth Plan and Record must ultimately include activities in at least **two** of the categories on pages 9–10.

You should identify activities that satisfy these standards on your Professional Growth Plan and Record, items 11 through 13. Your professional growth advisor should complete item 14, initial item 15, and sign item 19 of the plan if the activities listed in items 11 through 13 fulfill all of these standards.

Once a professional growth plan has been developed and the form signed by your advisor, you may add more activities to items 11 through 13. Added activities must also meet the standards. If they do, your advisor should certify the added activities by completing items 14 and 15. Examples of professional growth activities are stated on the sample form on page 25.



Whether an activity is of high quality and will contribute to your competence, performance, or effectiveness should be decided collaboratively by you and your advisor **before** the Professional Growth Plan and Record is signed, and **before** an added activity is initialed. The success of the professional growth program depends largely on the careful selection of professional growth activities.

### **Categories of Acceptable Activities**

#### *Section 13 on the Growth Plan*

You may choose activities from the following wide range of categories, but must complete activities in at least **two** of the following categories in order to achieve breadth and depth within the professional growth program.

#### **1. Complete one or more college or university courses.**

College or university course work, aside from offering high-quality educational experiences, will help you work toward the next level of the permit and may lead to a degree.

#### **2. Attend conferences, workshops, institutes, academies, symposia, teacher center programs, or staff development programs.**

Participation in any of the above-named activities that contribute to your goals is acceptable. (Child Development Permit holders who attend workshops offering guidance on how to become a professional growth advisor may count those hours toward their own professional growth requirements.)

#### **3. Provide service in a leadership role in which you contribute to the improvement of the center or group of centers above and beyond the requirements of your job.**

Examples of acceptable activities are developing curriculum or early literacy activities for the teachers in the center, making materials to be shared with the teachers in the center, acting as a committee member to benefit the center, acting as a mentor to a new staff member, and acting as an advocate for early childhood education programs.

#### **4. Provide service in a leadership role in a professional organization.**

Examples of acceptable activities are serving as an elected officer, serving as a chair of a committee, acting as an official representative of an organization of professional early childhood educators, and acting as an advocate for early childhood education programs on behalf of the organization.

#### **5. Provide service as a professional growth advisor for holders of a Child Development Permit.**

Individuals who serve in this capacity may use up to 50 clock-hours of the time spent advising holders of the Child Development Permit about professional growth activities toward the renewal of their own permit.



## PROFESSIONAL GROWTH REQUIREMENT *(continued)*

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### **6. Conduct educational research and innovation.**

Examples of acceptable activities are time spent planning and evaluating a field test of curriculum or curriculum materials for young children; and time spent planning and evaluating a research project in the field of early childhood education, such as a program focusing on early literacy based on current research or a program aimed at helping young children cope with the effects of violence.

### **7. Perform systematic programs of observation and analysis of teaching, curriculum, classroom management techniques, play, or circle activities of a peer-alike job.**

Written notes and conclusions must be shared with your advisor.

### **8. Participate in a program of independent study.**

This is acceptable if you investigate a specified aspect of education, such as create a classroom environment that supports literacy, produce a written report or other tangible product, and evaluate the independent study and its product.

### **9. Improve basic skills.**

Activities that contribute to your ability to contribute to the profession, such as improved writing and communication skills, are considered acceptable if you and your advisor agree that these skills will enhance your professionalism. Examples of acceptable skill improvement are courses in basic reading and writing, writing grant proposals, writing professional articles, and writing a review of the literature on a specific topic in early childhood education.

### **10. Participate in creative endeavors.**

This is acceptable if you either create a tangible product that exhibits originality of thought and execution, or exhibit a creative talent while participating in a group production, and provided that the activity relates to early childhood education. Examples of acceptable activities are membership in a storytelling group, participation in a puppet theater production, writing bilingual children's books, and editing a newsletter for early childhood educators.

### **11. Receive instruction in Cardiopulmonary Resuscitation (CPR).**

This is acceptable if it includes CPR for infants and children.



## EXTENSION OF TIME TO COMPLETE PROFESSIONAL GROWTH REQUIREMENTS

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f you do not complete the professional growth requirement during the five-year renewal period, your permit will expire. You are eligible for a one-time, two-year extension of the Child Development Permit. However, there is no penalty for allowing a permit to expire as long as you are not currently employed in a position that requires it.

The one-time, two-year extension is appropriate for individuals who leave the education profession to raise a family or pursue another career. The two-year extension should be requested at the time you wish to return to education. Professional growth activities accumulated during the expiration of the permit can be used toward the renewal at the end of the two-year reinstatement.

- You are responsible for requesting the extension in a written statement to the Commission, including an application form and fee.

- The request for automatic extension may be made for any reason, but you are eligible for extension only **once** during your career as an educator. Subsequent requests for extension will be dealt with on a case-by-case basis by the Certification Division of the Commission.
- Within the two-year extension period, you must complete all unfinished renewal requirements or the Commission will not renew the permit.

The two-year extension requires the following information:

- Application form (41-4 or 41-REN) and current fee.
- A written request for a one-time, two-year extension of the Child Development Permit.



## PERSONS WHO FINISH PROFESSIONAL GROWTH RENEWAL REQUIREMENTS EARLY

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he Commission does not have statutory authority to issue a permit for more than a five-year period. Therefore, if you submit your forms, application, and fee before the end of the fourth year of the permit renewal period, the new renewal period (next professional growth cycle) will begin on the date of application for renewal and is valid for five years. If you renew your permit in the last year of the renewal period, the next renewal period will begin with the expiration of the current permit.

### **Example 1**

The permit was issued on 9/15/97 and expires 10/1/02. You finish the requirements and apply for renewal on 6/20/99. The new permit will be valid 6/20/99 to 7/1/04.

### **Example 2**

The permit was issued on 9/15/97 and expires 10/1/02. You finish the requirements on 6/20/99

but wait to submit the application until 1/15/01. The new permit will be valid from 10/1/01 to 10/1/06.

By renewing the permit early, you cancel any time remaining on your current permit. It is in the permit holder's interest to **wait until the last year** of the five-year renewal period before applying for renewal. However, you may request an early renewal by submitting an application, fee, and a signed request.

- *Exception to the Rule: To encourage professionals in the field of early childhood education to move up to the next level of Child Development Permit, the California Commission on Teacher Credentialing has agreed to charge only half the regular application fee for those individuals who complete the appropriate course work and upgrade their permit level within a three-year time limit.*





## PERMIT HOLDER'S RESPONSIBILITIES AND RIGHTS

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The purpose of this section of the manual is to explain your responsibilities and rights in completing the professional growth requirements.

### 1. Professional growth goals.

You have a responsibility to formulate one or more professional growth goals, to write those goals on the Professional Growth Plan and Record, and to discuss those goals with your professional growth advisor before beginning professional growth activities. You have a responsibility to formulate goals that are based on an assessment of your professional growth needs. You must be prepared to discuss the basis for the goals with your advisor, but you have the right to determine your own professional growth goals.

### 2. Professional growth advisor.

You may choose your own professional growth advisor. (See pages 6–8 of this manual.)

### 3. Professional growth activities.

You have a responsibility to discuss potential activities with your professional growth advisor, and to select activities that are likely to contribute to your competence, performance, or effectiveness in the profession of

education. You have the right to select your professional growth activities, but should not begin the activities until your advisor has determined that they comply with the professional growth standards.

### 4. Amendments to the plan.

You have the right to change any element of your professional growth plan at any time. However, you should not begin to pursue the amended goals or activities until your advisor has determined that they comply with the standards. No advisor or other person has the right to compel you to change a plan that has previously been determined to comply with the standards.

### 5. Record of hours spent.

You have a responsibility to record accurately the actual number of clock-hours that have been spent on completed activities. If you willfully sign and submit inaccurate records which you know to be false, you are subject to the penalties for perjury and unprofessional conduct. Time that may be counted includes those minutes/hours actually spent participating in the activity.



## PERMIT HOLDER'S RESPONSIBILITIES AND RIGHTS *(continued)*

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### **6. Verification of time spent.**

After completing activities, it is your responsibility to give your advisor reasonable verification of time spent, if your advisor requests it. Reasonable verification could include (but need not be limited to) college transcripts, materials distributed at workshops, or staff development programs, records of conference attendance, or other tangible evidence of time spent. (Please see page 29 for the Verification of Hours Spent on a Professional Growth Activity form that may be photocopied for your use.)

### **7. Credit for hours spent.**

You have a right to receive full credit for all hours spent at professional growth activities that are identified on a Professional Growth Plan and Record signed by your advisor, and for which reasonable verification of time spent has been presented to your advisor.

If you need to change advisors before completing all of the activities in a plan, you should record the time already spent in item 16 of the plan, and the advisor who authorized the activity should initial each activity for which you provide reasonable verification. However, you retain the right to receive credit for time spent even if you change from one employer or assignment to another, or if your advisor changes, or if your permit lapses.

### **8. Completion and submission of forms.**

You are responsible for filling out all items except items 9, 10, 14, 15, 17, 19 and 21 on the Professional Growth Plan and Record (pages 27 and 28), and submitting this form to your professional growth advisor for discussion. Once your advisor has signed items 19 and 21 on the Professional Growth Plan and Record, you may submit a Renewal & Reissuance Application form (41-REN) and fee in order to renew your permit. This should be done during the last year of the permit renewal period. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application.

### **9. Appeal of adverse action.**

You have the right to appeal to the Commission on Teacher Credentialing if your advisor has taken an adverse action that you consider to be unfair, arbitrary, or contrary to the terms of this manual. For details regarding the appeal procedures and grounds for appeals, see page 15.

### **10. Extension of expired permit.**

You have the right to request that the Commission on Teacher Credentialing issue an extension of an expired Child Development Permit. For details regarding the extension requirements and terms, see page 11.

## APPEAL PROCEDURE

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permit holder may appeal an adverse action by a professional growth advisor. The appeal must be addressed to the Executive Director of the Commission on Teacher Credentialing.

Grounds for ruling in favor of the appeal include the following:

- The advisor refused to sign a Professional Growth Plan and Record or an amendment that satisfies the requirements. If the Commission determines that this has occurred, the Commission will approve the plan or the amendment.
- The advisor refused to verify time spent at professional growth activities that satisfy the requirements. If the Commission verifies time spent at the activities, and if other requirements have been met, the Commission will renew the permit.
- Bias, fraud, unfair discrimination, or arbitrary action by the advisor prevented the permit holder from fulfilling the terms of a signed Professional Growth Plan and Record. If the Commission determines this has occurred, the Commission will grant the permit holder up to five years' additional time to complete the program of professional growth.

Whenever possible, the permit holder is encouraged to resolve disputes at the local level by employing **one** of the following methods:

- Requesting assistance from a local Professional Growth Panel, if one has been established.
- Seeking another advisor.

Any permit holder who wishes to appeal an adverse action related to professional growth activities shall state in writing:

- What action has prompted the appeal.
- The names of the persons involved.
- What attempts have been made to resolve the problem at the local level.

Any problems that can be resolved administratively between the Commission staff, the permit holder, and the employing agency or professional growth advisor, will be resolved at this level. Any cases that cannot be handled administratively will be referred to a Professional Growth Appeals Board that is established by the Commission.

- The Professional Growth Appeals Board shall consist of five members, who shall be appointed in accordance with the Commission's procedures for appointing advisory panels. Three of the members will be practicing teachers. At least one of those practicing teachers shall have served as a professional growth advisor. One other member shall be a practicing administrator, and one member shall be appointed at large. Members' terms shall be for two years, and they may be reappointed.

If you decide to appeal a decision by the Professional Growth Appeals Board, your case shall be heard by the Licensing and Professional Development Committee of the Commission. Contact the Commission office for specific information about applying for an appeal.



## ANSWERS TO FREQUENTLY ASKED QUESTIONS BY PERMIT HOLDERS

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### ***How do I renew my Child Development Permit if I reside in another state or country?***

If you decide to keep your California permits current while residing in other states or countries, you may do so by completing professional growth activities in your place of residence. Please see page 7 for criteria. If no qualified and suitable advisor is available, the Commission will serve as your advisor if a written request is made.

### ***How do I select a professional growth advisor for renewal of more than one permit/credential?***

If you are renewing more than one permit/credential, you will complete only one plan for your professional development. You will select a professional growth advisor who you feel can best guide the development of your plan. That person should hold a permit or credential in at least one of your permit/credential areas. It would be most appropriate to select someone who works in an area closely related to your own area of assignment.

You may want to select more than one advisor to help you define professional development goals for multiple permit/credential areas.

### ***What can I do if my advisor won't approve my Professional Growth Plan?***

If the advisor has a good reason for not signing the plan, or for not initialing a particular addition to it, the Commission recommends that you heed his or her suggestions. If you believe that the advisor is not justified in his or her refusal, there are several options you may take. See page 15 for details.

### ***Who is responsible for getting the permit renewal documents signed and sent to the Commission?***

You are responsible for completing all forms, keeping records of all activities, requesting all signatures, and mailing all required items to the Commission before the permit expires.

### ***What happens if I change employers or work in more than one child development center?***

If you change employment after your plan has been signed by an advisor, your signed plan remains valid. If an advisor has verified time spent, you retain credit for those hours. You may want to amend your plan to reflect any new responsibilities.

### ***What should I do if my advisor tries to charge me a fee or requires that I provide some service in exchange for signing my plan?***

Tell your advisor that payment or service in exchange for approval is prohibited by state regulations. If the advisor persists, inform the chief administrative officer of the employing agency and, where available, the Professional Growth Panel. You may want to seek a new advisor. If these measures do not bring relief, contact the Commission.

### ***What happens if I move to another state or country?***

Child development permit holders who want to maintain their California permits may complete professional growth requirements in any location around the world. You will need a professional growth advisor. Consult page 7 to find out how to obtain an advisor.



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***What if I hold more than one permit/credential?***

You are required to complete the more stringent standard of requirements if you hold multiple permits/credentials. The activities may relate to any one of your permits/credentials or a combination of your permit/credential areas. For example, if you hold a Professional Clear Multiple Subject Credential and Child Development Permit, you will need to complete 150 hours of professional growth activities and 90 days of successful service per the requirements set for the Multiple Subject Credential. If you hold a valid Professional Clear Multiple or Single Subject Credential, or Services or Specialist credential, you will only need to submit an application and fee to renew your Child Development Permit.

***When do I start my professional renewal requirements?***

The renewal requirements of professional growth activities start with the issuance date of your five-year Child Development Permit.

***What happens if I allow my permit to lapse?***

Some child development permit holders find it necessary to leave the education profession to raise a family or pursue another career. During the period one is away from education it is acceptable to allow the permit to lapse or become

invalid. There is no penalty for allowing a permit to expire as long as you are not currently employed in a position that requires it. When you decide to return to the education profession, you may request a one-time, two-year reinstatement of the Child Development Permit. During this two-year period, you must finish all professional growth requirements. Activities completed while the original permit is valid, during the time the permit is lapsed, and during the two-year extension period may be counted toward the 105 clock-hours of professional growth needed for the full five-year renewal.

***Can my supervisor or master teacher also be my professional growth advisor?***

Yes. However, if your professional growth advisor also serves as your supervisor or master teacher in an employment situation, he or she must take great care not to combine an evaluation of professional growth activities completed for renewal of the permit with an evaluation of job performance as it affects your employment status.



## INFORMATION FOR PROFESSIONAL GROWTH ADVISORS

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o serve as a professional growth advisor, you must meet the requirements outlined on pages 6–8 and complete the appropriate eligibility form on page 20 or 21, along with verification materials, and give them to each permit holder you are advising. Employing agencies may designate certificated individuals to serve as professional growth advisors on behalf of credential holders who must fulfill the professional growth requirements. The following paragraphs outline the responsibilities and rights of professional growth advisors.

### 1. Know the requirements.

A professional growth advisor should know the contents of this manual, discuss these with the permit holder, and answer questions about them. The advisor should serve as a source of helpful information about the permit holder's obligations.

### 2. Recommend activities.

An advisor should discuss the staff development needs of the employing agency and the school with the permit holder. The advisor

has a right to recommend professional growth activities, but does not have a right to compel the permit holder to pursue particular activities.

### 3. Advise credential holders.

An advisor should advise permit holders about their professional growth plans and activities. He or she may ask questions, make observations and suggestions, and assist permit holders in obtaining information about professional growth opportunities.

### 4. Use the standards.

An advisor has a responsibility to determine whether activities identified on a Professional Growth Plan and Record meet the standards that are explained on pages 8–9 of this manual. The advisor has a right to ask a permit holder to explain how or why the planned activities satisfy the standards. If the planned activities are consistent with the standards, the advisor has a responsibility to sign item 19 on the Professional Growth Plan and Record. If one or more of the planned activities does not satisfy the standards, the advisor has a responsibility to inform the permit holder.





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**5. Include the categories of activities.**

When an advisor discusses the professional growth plan with the permit holder, the advisor should indicate that the Professional Growth Plan and Record must include activities in two or more categories if two or more categories are not reflected in the original plan.

**6. Initial additions to a Professional Growth Plan and Record.**

An advisor has the responsibility to initial any addition to a plan that is consistent with the standards on pages 8–9. The advisor should initial added goals in item 10 and added activities in item 15 of the plan.

**7. Consider activities already begun before signing.**

An advisor is not required to sign item 19 on the Professional Growth Plan and Record if the permit holder has already begun one or more of the activities identified on the plan. The advisor may sign item 19 if he or she believes that the permit holder had a good reason for beginning the activities before the plan was signed.

**8. Verify time spent.**

An advisor has a responsibility to examine items 16 and 18 on a permit holder's Professional Growth Plan and Record. He or she has a right to require the permit holder to provide reasonable verification that items 16 and 18 are accurate. The actual hours spent on an activity should be recorded. Such records are for the use of you and your

advisee and need not be sent to the Commission on Teacher Credentialing. (A Verification of Hours Spent on a Professional Growth Activity form is included. This form is optional.)

If a permit holder needs to change advisors before completing the activities in a signed plan, the original advisor should initial each activity in item 17 for which he or she has seen reasonable verification.

**9. Sign a Professional Growth Plan and Record.**

An advisor has a responsibility to sign item 21 on a Professional Growth Plan and Record if he or she believes all of the information is accurate, based on verification by the permit holder or a previous advisor, and the activities were identified on the professional growth plan signed by an advisor. If the Professional Growth Plan and Record does not satisfy these conditions, the advisor has an obligation to inform the permit holder.

**10. Maintain independence from performance evaluations.**

A professional growth advisor must discharge his or her responsibilities independently of any evaluation of the permit holder's performance that is conducted to determine the permit holder's employment status.





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Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## ELIGIBILITY REQUIREMENTS FOR PROFESSIONAL GROWTH ADVISORS For Advisors of Permit Holders Who Live in California

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Advisor's Name: \_\_\_\_\_  
(print or type)

Please check the appropriate box, sign and date the form, and give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor within California, you **must** qualify under one of the following criteria. Please check the appropriate box.

- ☐ A Child Development Permit at the Teacher level or above plus three years' experience teaching or serving as a director in an early childhood education setting. This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit (rather than an emergency, limited, postponed, or provisional permit).
- ☐ An Early Childhood Education Specialist Credential.
- ☐ A Multiple Subject Teaching Credential with an emphasis in early childhood education.
- ☐ A Standard Early Childhood Teaching Credential.
- ☐ An elementary (General, Standard or Ryan) teaching credential **and** at least 12 semester units of child development or early childhood education course work.
- ☐ An elementary (General, Standard or Ryan) teaching credential **and** at least 2 years' experience in an early childhood education/child development setting.
- ☐ A secondary teaching credential with a major in home economics **and** at least 12 semester units of child development or early childhood education course work.
- ☐ A secondary teaching credential with a major in home economics **and** at least 2 years' experience in an early childhood education/child development setting.

Other options for advisor qualifications include the following:

- ☐ A master's degree or above in early childhood education or child development.
- ☐ At least five years' experience as a director of a privately funded (Title 22) child development center.

*I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.*

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date





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Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## ELIGIBILITY REQUIREMENTS FOR PROFESSIONAL GROWTH ADVISORS For Advisors of Permit Holders Who No Longer Live in California

---

Advisor's Name: \_\_\_\_\_  
(print or type)

Please check the appropriate box, sign and date the form, and give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor, you may qualify under one of the following criteria. Please check the appropriate box.

- ☐ A teaching credential with an emphasis in early childhood education.
- ☐ An elementary teaching credential **and** at least 12 semester units of child development or early childhood education course work.
- ☐ An elementary teaching credential **and** at least 2 years' experience in an early childhood education/child development setting.
- ☐ A secondary teaching credential with a major in home economics **and** at least 12 semester units of child development or early childhood education course work.
- ☐ A secondary teaching credential with a major in home economics **and** at least 2 years' experience in an early childhood education/child development setting.

Other options for advisor qualifications include the following:

- ☐ A master's degree or above in early childhood education or child development.
- ☐ At least five years' experience as a director of a child development center.

*I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.*

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

## ANSWERS TO FREQUENTLY ASKED QUESTIONS BY PROFESSIONAL GROWTH ADVISORS

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***How much time am I expected to spend with the permit holder(s) I advise?***

No time requirements are mentioned in state laws or regulations. An employing agency may set contact requirements if it chooses to do so. The Commission has estimated that each advisor will spend, on average, about five hours per permit holder each school year. Not all meetings need to be in person; interactions can be by telephone, written messages, or e-mail.

***What are the grounds for not signing item 19 on a credential holder's plan?***

As a professional growth advisor, you should sign a Professional Growth Plan and Record only if you are satisfied that all of the following are true:

1. Each proposed activity is of high quality and is consistent with the permit holder's professional growth goals as stated in the plan.
2. Each proposed activity is likely to contribute to the permit holder's competence, performance, or effectiveness.
3. Each proposed activity fits one of the categories of activities.
4. The permit holder did not begin any of the activities before applying for the Child Development Permit, or for the most recent renewal of this permit.

If any of these standards are not met, do not sign the plan.

If a permit holder requests an advisor's signature or initials for an activity that he or she has already begun or completed, the advisor may sign item 19 or initial item 15, but is not required to do so.

***What are the grounds for not signing item 21 on a plan?***

As an advisor, you should sign item 21 on a Professional Growth Plan and Record only if you are satisfied that the permit holder has engaged in the activities identified and spent the number of hours shown. Do not sign the record if either of these provisions do not apply.

***What does "reasonable verification" mean?***

A professional growth advisor should require a permit holder to provide evidence that he or she has engaged in a particular activity, or that the record of time spent is accurate. Reasonable verification may include (but is not limited to) products of an activity; official records of attendance; copies of notes or minutes; materials distributed at classes, workshops, conferences, or staff development programs; or other tangible records of activities. On page 29 of this manual you will find a Verification of Hours Spent on a Professional Growth Activity form. You may photocopy this and ask permit holders to use it when appropriate. Supporting materials do not need to be submitted to the Commission with applications for renewal of the Child Development Permit. The Commission expects professional growth advisors to make decisions regarding the acceptability of verification of participation and completion of activities. Professional growth advisors may use some discretion in requiring evidence.

***Where do I go if I have questions about the professional growth requirements?***

Other professional growth advisors may be able to answer your questions. For information about the availability of professional development activities, you may want to talk to your child development center director or other professionals. For information about the renewal requirements, you may also call or write the Commission.

## GUIDELINES FOR PROFESSIONAL GROWTH ADVISORS

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Successfully advising individuals toward the renewal of their Child Development Permit has a marked impact on the professionalism of the permit holder, the professionalism of the field, and makes a positive contribution to the lives of young children. Helping permit holders choose activities that are appropriate to their individual needs, to the needs of their child development center, and to the community in which the center is located is not always an easy task. We hope the following guidelines will help you guide your advisees.

### 1. Read the manual several times.

The manual attempts to outline the requirements systematically and carefully. Reading it a few times will help the advisor answer questions and advise more competently.

- Review the professional growth standards.
- Review the professional growth categories of activities.
- Review the most frequently asked questions of permit holders.
- Review the Professional Growth Plan and Record.
- Review the following guidelines.

### 2. Assess professional development needs.

The following are some questions you might help your advisee answer:

- What are my areas of weakness? What activities might help me learn more in this area?
- What are my areas of strength? What activities will allow me to grow even more and to help others by offering my skills?
- What special needs or emphasis does my child development center have? What can I do to enhance the quality of my center?
- What special needs does the community served by my center have? How can I best serve the children and their families?

What types of activities will help me better serve the children and their families?

- How can I grow as a professional? What types of activities will help me become stronger in my profession?

### 3. Find appropriate activities.

While the job of finding appropriate activities lies with the permit holder, advisors who have knowledge of professional development activities in their local area will be more effective and certainly more helpful to his/her advisees. Sources of professional growth activities include:

- Local school districts
- Parent organizations
- Professional organizations
- Professional magazines, newsletters, bulletins
- The Internet
- Community organizations
- Networks of child development centers
- Resource and referral agencies
- Local community and four-year colleges
- Regional networks
- Other professionals and professional growth advisors

### 4. Begin the advising process.


Your first meeting with the permit holder you are advising should include a needs assessment and an examination of professional goals. You should also discuss the following items:

- An explanation of “professional growth” and the responsibilities of the permit holder.
- An explanation of the role of the advisor.
- An examination of the professional growth standards listed on pages 8–9.
- An examination of the professional growth categories listed on pages 9–10.



## **GUIDELINES FOR PROFESSIONAL GROWTH ADVISORS** *(continued)*

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- 
- The needs assessment.
  - Establishing goals.
  - Determining what types of activities will meet those goals.
  - Determining what types of activities are locally available.
  - Examining methods for finding more professional growth activities that will lead the permit holder to the completion of his/her goals.
  - Looking over the Professional Growth Plan and Record and filling out the appropriate sections.
  - Planning the next meeting or methods of informal contact.

### **5. Determine if professional growth activities are appropriate.**

Professional Growth goals and activities should be tailored to the individual permit holder. What may be appropriate for one individual may not be appropriate for another.

- The needs assessment should help the advisor get to know weaknesses of the permit holder.
- If an activity meets the standards, fulfills one of the categories, and will contribute to the permit holder's achievement of his or her professional goals, it is appropriate.

### **6. Document professional growth activities.**

Methods for documenting activities should, whenever possible, be agreed upon by the permit holder and the advisor prior to the permit holder's participation in the activity.

- The advisor may place stipulations on the documentation of an activity. Some types of activities, such as planned observations, may require extensive written reporting and verification of the observation.
- On page 29 of this manual you will find a Verification of Hours Spent on a

Professional Growth Activity form.

You may photocopy this and ask permit holders to use it when appropriate.

- Grade cards or college transcripts may serve to document successful completion of a course.
- The advisor may request a verbal description of an activity or workshop along with materials received by the permit holder at the activity site.
- The advisor may use some discretion in what type of documentation is needed for different types of activities.

### **7. Maintain ongoing contact with permit holders.**

- The amount of time spent with an individual permit holder can best be determined by the advisor and the permit holder. The first meeting will most likely be the longest, but it is important to maintain contact after that meeting.
- An appropriate time to meet is prior to adding a new activity to the plan and record form. Remember, for the professional growth process to work effectively, the professional growth advisor should approve activities before they are completed.
- If the professional growth plan is going well, a meeting once a year with some phone or e-mail contact during the year will help both the permit holder and the advisor keep the goals and activities well in hand.
- A final meeting before the permit holder submits the application for renewal will be necessary for a final review and signatures on the plan and record form. Make certain that the permit holder has the signed copy of the professional growth advisor's eligibility form.
- The final meeting might also be an appropriate time to consider goals for the next five-year renewal cycle.


## PROFESSIONAL GROWTH PLAN AND RECORD INSTRUCTIONS

When the form is completed, submit a Renewal & Reissuance Application form (41-REN) with the self-verification section completed and the current processing fee. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request these forms for auditing purposes any time within one year following submission of the application.

*Please print or type your name as listed on your credential or permit. If you wish to have a different name on your new credential or permit, please indicate it on the credential application form.*

*Type or print the title and date of expiration of each credential or permit you hold.*

*Each goal must be numbered.*

 State Of California California Commission On Teacher Credentialing P.O. Box 944270 1900 Capitol Avenue Sacramento, CA 94244-2700				Telephone: (916) 445-7254 or (888) 921-2682 E-mail: <a href="mailto:credentials@etc.ca.gov">credentials@etc.ca.gov</a> Web site: <a href="http://www.etc.ca.gov">www.etc.ca.gov</a>	
<b>PROFESSIONAL GROWTH PLAN AND RECORD</b>					
Please fill out this form <b>completely</b> . Before you begin, please read the Growth Plan and Record instructions in the <i>Professional Growth Manual</i> . Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.					
1. Name of Permit Holder:		Holder	Mary Ann	Permit	
		Last	First	Middle	
2. Home Address:		000 18th Street	CA	00000	
		City	State	Zip Code	
3. Daytime Telephone Number:		(916) 555-7254			
4. Social Security Number:		000-00-0000			
5. Name each credential/permit you hold:		Child Development Teacher Permit		Expiration Date:	
				7-1-01	
6. Name each professional growth advisor who has advised you.					
First Advisor:		John Doe		Approximate Dates of Service: 7-1-94 to present	
Credential/Permit Held:		Children's Center Supv Permit		Credential/Permit Number: 93000004	
Second Advisor:				Approximate Dates of Service:	
Credential/Permit Held:				Credential/Permit Number:	
Third Advisor:				Approximate Dates of Service:	
Credential/Permit Held:				Credential/Permit Number:	
<b>Professional Growth Plan</b>					
7. Goal Numbers	8. Professional Growth Goals		9. Date Approved	10. Advisor's Initials	
1	To seek a CLAD/BCLAD credential				
2	To learn new ways to communicate with parents in the school community				
3	To become better prepared for leadership responsibilities				
(continued)					

*Print or type the address where you would like the Commission to send your renewed credential or permit.*

*Type or print the name of each professional growth advisor who has advised you, the approximate term of advisement, the title of the credential or permit your advisor holds, and its credential or permit number.*

*Your advisor must initial each goal.*

*Type or print your specific goals for professional growth. Your goals must contribute to your competence, performance, or effectiveness in the profession of education.*

*Your advisor must approve each new goal by writing in the date of approval.*

*When items 1 through 20 have been completed, and your professional growth advisor is satisfied that the record of time completed is accurate, then he or she completes this section.*

[illegible]



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Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## PROFESSIONAL GROWTH PLAN AND RECORD

Please fill out this form **completely**. Before you begin, please read the Growth Plan and Record instructions in the *Professional Growth Manual*. Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.

1. Name of Permit Holder: \_\_\_\_\_  
Last First Middle

2. Home Address: \_\_\_\_\_

City State Zip Code

3. Daytime Telephone Number: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

5. Name each credential/permit you hold: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Name each professional growth advisor who has advised you.

First Advisor: \_\_\_\_\_ Approximate Dates of Service: \_\_\_\_\_

Credential/Permit Held: \_\_\_\_\_ Credential/Permit Number: \_\_\_\_\_

Second Advisor: \_\_\_\_\_ Approximate Dates of Service: \_\_\_\_\_

Credential/Permit Held: \_\_\_\_\_ Credential/Permit Number: \_\_\_\_\_

Third Advisor: \_\_\_\_\_ Approximate Dates of Service: \_\_\_\_\_

Credential/Permit Held: \_\_\_\_\_ Credential/Permit Number: \_\_\_\_\_

### Professional Growth Plan

7. Goal Numbers	8. Professional Growth Goals	9. Date Approved	10. Advisor's Initials

(continued)



### Professional Growth Plan *(continued)*

[illegible]

*Use additional copies of this form if necessary.*

**18. Total Hours Spent:**

**19. Certification of Initial Plan:** I certify that, to the best of my knowledge, the planned activities comply with state laws and regulations.

---

*Advisor's Name*

---

*Advisor's Signature*

Date \_\_\_\_\_

**20. Verification by Credential Holder:** Under penalty of perjury, I certify that, to the best of my knowledge, the information on this form is accurate.

Permit Holder's Signature

---

*Date of Verification*

**21. Verification of Completion:** I certify that I have been this permit holder's advisor, and that, to the best of my knowledge, the above information is accurate.

---

*Advisor's Name (print or type)*

---

*Advisor's Signature*

Name of Employing Agency

Daytime Telephone Number

---

*Date of Verification*





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**VERIFICATION OF HOURS SPENT ON A PROFESSIONAL GROWTH ACTIVITY**  
**For the Renewal of a Child Development Permit**

Title of Activity: \_\_\_\_\_

\_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Activity: \_\_\_\_\_

Number of Hours Spent on Activity: \_\_\_\_\_

Activity Leader/Presenter:

\_\_\_\_\_

*Name (print or type)*

*Signature*

*Date*

Permit Holder:

\_\_\_\_\_

*Name (print or type)*

*Signature*

*Date*

*Professional growth advisors, workshop organizers, and others may photocopy this optional form for their use.*

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